

View Business Reports: Deposits by OTC Endpoint

To view a deposit by OTC Endpoint report, complete the following steps:

1. From the **Reports** tab, select **Deposit Processing Reports**. The *View Reports* page appears.
2. Under **Business Reports**, select **Deposits by OTC Endpoint**. The *Deposits by OTC Endpoint* parameters page appears.
3. Enter your search criteria.
 - Select the **Organization**, *required*
 - Select the **ALC (Agency Location Code)**
 - Enter the **From:** and **To:** Voucher Date range
 - Enter the **From:** and **To:** Deposit Total range
 - Select **Yes** or **No** for **Report With Children**



Application Tips

- The date range for **Voucher Date** cannot exceed 15 months.
- Select **Yes** for **Report With Children** to generate a report that contains data for the selected OTC Endpoint as well as all of the lower-level OTC Endpoints.
- Select **No** for **Report With Children** to generate a report that contains data only for the selected OTC Endpoint.

4. Select an OTC Endpoint to initiate the report. The *Deposits by OTC Endpoint* preview page appears as shown in Figure 1.

Figure 1: Deposits by OTC Endpoint Report Preview Page

Status	Date	Voucher	Voucher Type	Deposit Amount
AWAP	03/27/2015	968637	Foreign Check	
	04/03/2015	968924	Foreign Check	\$740.61
			Total:	\$740.61
DRAFT	03/27/2015	968848	Foreign Check	
			Total:	null



Application Tips

- **TGA** denotes a deposit processing OTC Endpoint.
 - **CHK** denotes a check capture OTC Endpoint.
 - **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.
 - **CDC** denotes card processing OTC Endpoint.
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5. Under Export as, you have the following options:

- Select **PDF**, **Excel** or **Word format**
 - Select **Download**
- Or
- Select **Print PDF Report**



Application Tips

- Deposits with a voucher date older than five years does not display on the report but they may be viewed from the *Historical Reports* page (**Home>Reports>Scheduled Reports**).
 - Unconfirmed Foreign Check items entered with a Country of Deposit value of **Other** does not display values in the **Voucher Amount** column.
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Additional Button

Select **Previous** to return to the previous page.
